

**AMENDMENT
(CHANGE IN DIRECTOR)
For
CHILD CARE CENTER**

Note: The person listed on the application as "Director" must be at the licensed site during the majority of the licensed hours. Your organization may use different titles such as site supervisor or lead staff which, are sometimes confused with titles used in licensing regulations. For licensing purposes, the person in charge at each location must meet the director qualifications and be identified as the Director on the application.

The following documents are required for the processing of a director change application.

1. **Child Care Center Application:** Application must be current, accurate, and complete. List all staff including volunteers and substitutes. Application must be signed by Licensee OR Authorized Agent. If you request a change to your current license (i.e. ages, hours, location) you may need to submit additional information regarding THOSE amendments.
NOTE: Review your child care license to ensure accurate information is listed on the child care application.
2. **Full Disclosure of Ownership Statement (FDOS):** Instructions are on the form. If the new director is also approved to sign licensing documents as a representative of your organization, you must submit an updated FDOS. **If there are no changes to those approved to sign licensing documents, you must still submit a copy of the most current FDOS.**
NOTE: The indentifying information on your FDOS must match what is listed on the child care application. (Program name, physical and mailing addresses and phone number)
3. **Felony/Misdemeanor Statements:** Instructions are on the form.
 - Director shall complete the form.
 - Ensure the form is completed accurately, signed and dated.
4. **Consent & Authorization for Release of Information form:** A consent form must be submitted on the new Director, prior to hiring. Ensure the form is completed accurately, and signed & dated.
5. **Information on Prior to Hire Registry Checks:** The Director/Licensee shall be responsible for the processing of the Consent & Authorization for Release of Information forms on all new staff. Review the following documents enclosed to understand and be familiar with the Prior to Hire process.
 - Frequently asked questions about NE Child/Adult Abuse and Neglect Central Registry
 - Prior to Hire Registry Checks Information and Procedures
6. **Contact Numbers:** You will need to send contact phone numbers for the Licensee and Director. Send these on a separate sheet of paper.
7. **Director's References:** Send a written record of 2 non-relative references. All references must be signed & dated. The reference check may be conducted by phone by hiring personnel and verifiable documentation that is signed and dated submitted. Send copies, not originals.
8. **Director's Health Information Report: Shall be completed on a yearly basis.**
 - Section A) The Director completes this section.
 - Section B) A Medical Practitioner completes this section.
 - **NOTE:** If any of the answers in section B are "yes" OR the individual is on medication, blood pressure is not within normal range, or the urinalysis is positive, a signed/dated explanation written by the appropriate medical professional, regarding the impact of the individual's health condition on the ability to care for children, must also be submitted.

9. **Director's Qualifications or Written Plan:** See Child Care Center Standards booklet, page 5, Regulation #10 and #16. Send copies, not originals. If you are submitting a plan to qualify to be a Director, make sure it is written in detail and legible.

You must submit one of the following:

- A. **CURRENT QUALIFIED DIRECTORS:** If you currently hold the position of director and/or have previously qualified as director at another facility, please provide;
- | | |
|------------------|----------------------------------|
| I. Facility name | III. Dates you were the director |
| II. Location | IV. How you qualified |

B. **NEW DIRECTORS: You must submit;**

- I. **Centers licensed for 23 or more children:** Documents supporting the Director meets the minimum education/experience (i.e. copies of High School Diploma, College Transcripts, Verification of Experience, etc.)
- II. **Centers licensed for 22 or fewer children:** Directors may qualify through submission of a detailed and legible written plan for how they will obtain qualifications within the next 12 months. This plan must be approved by the Department.

10. **Child Care Center Regulations Compliance Review-Checklist:**

- Director must sign/date the Cover Sheet.
- Leave the rest of the Cover Sheet blank and complete entire checklist.

11. **Director's Self-Assessment Forms:**

- The person hired as director must complete the Director Self-Assessment. The assessment includes a DVD, Information Workbooks and Self-Assessment forms (3 pages) located in the Director Pre-Service Training workbook.
- Keep the Information Workbooks and DVD at the facility, for future reference.
- Submit the Self-Assessment forms.
- The Director will be provided with a certificate of completion.

NOTE: Current Qualified Directors may replace the assessment forms with a copy of their DHHS Certificate of Completion for New Director Orientation Training.

SEND ALL ITEMS TO:

Douglas or Sarpy County
DHHS - Division of Public Health
Children's Services Licensing
1801 N. 73rd Street
Omaha, NE 68114

OR

All Other Nebraska Counties
DHHS - Division of Public Health
Children's Services Licensing
PO Box 94986
Lincoln, NE 68509

Send all items **together** to the above address. If any forms are incomplete, the packet will be returned to you. This will result in a delay in the Change of Director. Once the complete packet is received by Children's Services Licensing, a Child Care Inspection Specialist will be assigned to conduct an on-site inspection within thirty (30) days, with the new director.

If you have any questions regarding this process, contact:

Douglas or Sarpy County
(402) 595-3348

OR

All Other Nebraska Counties
(402) 471-9562; 1-800-600-1289